

City of Milpitas Planning Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3279 • Fax: 408-586-3293
www.ci.milpitas.ca.gov

Planning and Zoning Check Sheet

The table below shows the minimum requirements for each application type. Additional materials may be required as determined by the assigned Project Planner.

Required Review Bodies

- ☐ PC Subcommittee ☐ Planning Commission ☐ City Council

Type of Permit(s): _____

Required Items:

- | | |
|--|---|
| <input type="checkbox"/> Planning and Zoning Application form | <input type="checkbox"/> Color Rendering, Perspectives, color/material board, samples, photos or brochures |
| <input type="checkbox"/> Processing Agreement form | <input type="checkbox"/> Current Title Report (<i>not more than 90 days old</i>) |
| <input type="checkbox"/> C.3 Data Form | <input type="checkbox"/> Accurate list of property owners, residential renters (<i>See Procedure for Notice of Public Hearing</i>) |
| <input type="checkbox"/> Sewer Needs Assessment Form | <input type="checkbox"/> Affidavit of Notification and mailing |
| <input type="checkbox"/> Environmental Information Packet | <input type="checkbox"/> One set of Stamped, addressed business size envelopes (<i>See Procedure for Notice of Public Hearing</i>) |
| <input type="checkbox"/> Letter of Explanation regarding proposal | <input type="checkbox"/> Two sets of stamped, addressed business size envelopes (<i>See Procedure for Notice of Public Hearing</i>) |
| <input type="checkbox"/> Environmental Information Form | |
| <input type="checkbox"/> Site Plans (<i>see below for exhibits, see reverse side for detailed information</i>) | |

Project Specific Requirements, Determined by Staff

- | | |
|--|---|
| <input type="checkbox"/> Burrowing Owl Survey | <input type="checkbox"/> Justification of Variance form |
| <input type="checkbox"/> Acoustical Study | <input type="checkbox"/> Letter of support from Homeowners Association (or other applicable architectural review committee) |
| <input type="checkbox"/> Hazardous Materials Report, Phase 1 & 2 | <input type="checkbox"/> Traffic Impact Analysis (four copies required) |
| <input type="checkbox"/> Stormwater Control Plan | <input type="checkbox"/> Geotechnical Report |
| <input type="checkbox"/> Vibration Study | <input type="checkbox"/> Hydromodification Management Plan |
| <input type="checkbox"/> Risk Assessment | |

Other _____

Site Plan Exhibits

Please collate, staple, and fold all plans and materials. Plans must be folded to 8 ½" X 11" with printed side up, dated, legible and clean. **All plans and attachments shall be placed on a CD in PDF format.** Staff will determine requirements for project specific plans by checking in the appropriate boxes below.

Plans:

- | | | |
|--|--|--|
| <input type="checkbox"/> Four | <input type="checkbox"/> Eight sets [24" X 36"]
and/or | |
| <input type="checkbox"/> Four | <input type="checkbox"/> Eight | <input type="checkbox"/> Twenty-six sets [11" X 17"] |
| <input type="checkbox"/> Site Plan and Vicinity Map | <input type="checkbox"/> Roof Plan, Roof Cross Section, Line of Site Drawing | |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Landscape Plan | |
| <input type="checkbox"/> Architectural Elevations | <input type="checkbox"/> Sign Elevations | |
| <input type="checkbox"/> Storm Water Control Plan (C.3) | <input type="checkbox"/> "Build it Green" checklist (residential) | |
| <input type="checkbox"/> Iso-illumination (<i>Lighting</i>) Plan | <input type="checkbox"/> "LEED" checklist (non-residential) | |

Other:

*Note: Fees and Account Deposit may be combined on one check. Please make check payable to "City of Milpitas."

Planner: _____

Date: _____